

# THE CORPORATION OF THE TOWNSHIP OF HORTON

Regular Council Meeting  
March 7<sup>th</sup>, 2017

There was a Regular Meeting of Council held in the Municipal Council Chambers on Tuesday March 7<sup>th</sup>, 2017. Present was Mayor Robert Kingsbury, Deputy Mayor Robert A. Johnston, Councillor Dave Bennett, Councillor Glen Campbell. Councillor Jamey Larone was absent. Staff present was Suzanne Klatt, CAO/Clerk, Jennifer Barr, Treasurer, Janet Collins, Public Works Manager and Hope Dillabough, Admin/Planning Assistant-Recording Secretary.

## 1. CALL TO ORDER

Mayor Kingsbury called the meeting to order at 4:00 p.m.

## 2. REQUEST TO TURN OFF ELECTRONIC DEVICES

Mayor Kingsbury asked Council, Staff and the Public to turn off all electronic devices.

## 3. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest

## 4. MINUTES

4.1 February 7<sup>th</sup>, 2017 Regular Council Meeting

Moved by Councillor Bennett

**RESOLUTION NO. 2017-73**

Seconded by Councillor Campbell

**THAT** Council approves the Minutes of the February 7<sup>th</sup>, 2017 Regular Council Meeting.

**Carried**

## 5. BUSINESS ARISING FROM MINUTES

None

## 6. TRANSPORTATION / ENVIRONMENTAL SERVICES

Present was Public Advisory Member Rick Lester.

Public Advisory Members John Wilson and Murray Humphries were absent.

Councillor Bennett, Chair of the Transportation/Environmental Services Committee presented the following items for consideration and recommendation.

### 6.1 Staff Reports

#### 6.1.1 Johnston Road Engineering

Chair Bennett reviewed the report. He felt that the three invitees recommended were sufficient as they should all be similar proposals. Mayor Kingsbury questioned where the Township would be making up the difference financially to which Treasurer Jennifer Barr stated it would be from reserves and gas tax money. CAO/Clerk Suzanne Klatt stated to Council that in the future, any Request for Proposals and/or Tenders will be reviewed by the CAO/Clerk and Treasurer to ensure that municipal interest is thoroughly looked at prior to coming to Council.

#### 6.1.2 Transportation Fees and Charges

Janet Collins, Public Works Manager reviewed her report. She stated the only new change was the Civic (911) sign installation and also questioned if Council wanted to develop a policy regarding winter sand. There was some discussion on the civic signs and why the township charges for them as it is emergency-based. Treasurer Barr stated it is an upper-tier (County) policy and the installation is the responsibility of the municipality. Chair Bennett and Deputy Mayor Johnston both were not interested in raising the fee at this time. Chair Bennett felt that Council should remain status quo and take some time to figure things out and have a discussion in three months' time. CAO/Clerk Klatt felt that discussion should begin at least by September and bring a winter sand policy to Council in November so there is ample time.

### 6.1.3 Waste Management Fees

Ms. Collins reviewed her report and stated that Council can receive the report as information and have a discussion in September or can prepare to adopt the changes now. Mayor Kingsbury would like to go ahead with the proposed changes, however leave the discussion regarding asbestos for September. CAO/Clerk Klatt mentioned there are new additions on the proposed by-law.

### 6.1.4 Garbage and Recycling Tender Award - Tabled

Mayor Kingsbury recommended to Chair Bennett to table this agenda item as Councillor Larone is absent as well as two Public Advisory Members. He felt that this will likely come back as a Special Council meeting once all above-mentioned are present.

## **6.2 NEW BUSINESS**

Chair Bennett started a discussion regarding construction work on Lime Kiln Road. Mayor Kingsbury questioned what funds would be used, what would be the intention for the road in terms of engineering (in-house or external), when will it get done, etc. He stated his awareness of having an agreement in regards to the gravel pit sale to use 250 loads by 2020 but felt it should be priced out to ensure the amounts are comparable. Chair Bennett agreed it should be priced out. Councillor Campbell felt that a business plan should be presented prior to any plans for work to be done which should include timeline, how much and what kind of involvement of township staff to name a few.

## **6.3 OUTSTANDING BUSINESS - None**

## **6.4 CORRESPONDENCE - None**

## **6.5 Questions on Reports and Recommendations – Mayor Kingsbury**

There were no additional questions on the reports

Moved by Councillor Campbell

**RESOLUTION NO. 2017-74**

Seconded by Deputy Mayor Johnston

**THAT** Council direct staff to prepare an Invitational Request for Proposal to a limited number of bidders, for the design and preparation of Johnston Road to meet the requirements of Ontario Community Infrastructure Fund (OCIF) Top-Up Component 2016 Intake, and in accordance with Engineering Best Practices.

Invitees shall include:

- Stantec
- Jp2G Consultants Inc.
- McIntosh Perry Consulting Engineers Ltd.

**Carried**

Moved by Councillor Bennett

**RESOLUTION NO. 2017-75**

Seconded by Deputy Mayor Johnston

**THAT** Council accept the Memo regarding the 2017 Transportation Fees & Charges for information purposes.

**Carried**

Moved by Councillor Campbell

**RESOLUTION NO. 2017-76**

Seconded by Councillor Bennett

**THAT** Council accept the Memo regarding the 2017 Waste Management Fees and Charges for information purposes.

**Carried**

## **7. PROTECTIVE SERVICES**

Fire Chief Randy Corbin was absent

Deputy Mayor Johnston, Chair of the Protective Services Committee presented the following items for consideration and recommendation.

## 7.1 Staff Reports

### 7.1.1 Fire Chief's Report

CAO/Clerk Klatt reviewed the Fire Chief's Report that she wrote upon the information she received from the Fire Chief. The Request for Proposal for the new truck is almost complete and will be brought to Council for review.

## 7.2 New Business - None

## 7.3 Outstanding Business - None

## 7.4 Correspondence - None

## 7.5 Questions on Report and Recommendations – Mayor Kingsbury

There were no additional questions on the reports.

Moved by Deputy Mayor Johnston

**RESOLUTION NO. 2017-77**

Seconded by Councillor Bennett

**THAT** Council accept the Fire Chief's Report as presented for March 7<sup>th</sup>, 2017.

**Carried**

## 8. SUPPER BREAK – 5:30 p.m.

**RECONVENED – 6:00 p.m.**

## 9. DELEGATIONS AND OR PUBLIC MEETINGS

There was no Public Meeting or a Delegation.

## 10. RECREATION

Present were Public Advisory Members Arnold Dickson, Tina Hunt and Sharon Bennett. Danielle McGregor was absent.

Kathleen Rogers, Recreation Program Manager was present.

Deputy Mayor Johnston, Chair of the Recreation Committee presented the following items for consideration and recommendation.

### 10.1 Staff Reports

#### 10.1.1 Recreation Manager's Report

Recreation Program Manager Kathleen Rogers reviewed her Report.

The Carnival was a huge success regardless of the weather. There isn't a true total yet as all of the bills haven't come in yet but will follow up with the amount for Council to review. The total raised will be brought forward in the next Recreation Report.

#### 10.1.2 Community Centre Drainage

Ms. Rogers reviewed her report. Councillor Bennett stated the work of grading the parking lot is a must-do as the water tends to pool at the entrance. He had started working on a drainage plan; however he put it on hold when he started the soccer field.

#### 10.1.3 Boat Launch Bathroom

Ms. Rogers reviewed her report.

#### 10.1.4 2017 Children's Hockey

Ms. Rogers reviewed her report. Councillor Bennett recommended increasing the amount to \$50.00 from \$40.00 for the children's 2018 credit.

## 10.2 New Business

### 10.2.1 Health and Safety Inspection Reports

- Community Centre
- Rink

The report was reviewed. Councillor Bennett noted the exterior yard lights need to be fixed and will take care of that within the week.

### 10.2.2 Building Maintenance to be followed up on

Ms. Rogers reviewed her report.

## 10.3 Outstanding Business

CAO/Clerk Klatt sought direction for the Canada150 Committee. Mayor Kingsbury felt Ms. Klatt should go ahead and strike the committee with the interest that has come so far.

Tina Hunt, Public Advisory Member, spoke of some funding opportunities for Canada150 that promote physical activity among youth, teens and adults. She detailed what is all involved with the grants and applications. The first deadline is April 24<sup>th</sup> and another at the end of August.

Mayor Kingsbury congratulated Ms. Hunt for her hard work at trying to get youth and teens active and involved in the community.

There was some discussion regarding the bird issue at the Rink. Councillor Bennett felt that pest control was the township's best option for getting rid of the issue. CAO/Clerk will contact Orkin Canada for information and find out if they have a humane way of deterring the presence of the birds.

## 10.4 Correspondence - None

## 10.5 Questions on Reports and Recommendations – Mayor Kingsbury

There were no additional questions on the reports

Moved by Deputy Mayor Johnston

**RESOLUTION NO. 2017-78**

Seconded by Councillor Campbell

**THAT** Council accept the Recreation Program Manager's Report regarding the Winter Carnival Update as presented for March 7<sup>th</sup>, 2017.

**Carried**

Moved by Deputy Mayor Johnston

**RESOLUTION NO. 2017-79**

Seconded by Councillor Bennett

**THAT** Council approve the request made from the Recreation Program Manager to allow the Public Works Department to grade the parking lot at the Community Centre front door entrance to allow for better drainage.

**Carried**

Moved by Councillor Campbell

**RESOLUTION NO. 2017-80**

Seconded by Councillor Bennett

**THAT** Council directs staff to rent a privy for the Boat Launch for the 2017 Season.

**Carried**

Moved by Councillor Campbell

**RESOLUTION NO. 2017-81**

Seconded by Councillor Bennett

**THAT** Council, upon the recommendation of the Recreation Committee, authorize the Recreation Program Manager to give a \$50.00 credit toward 2018 Children's Hockey for each 2017 Participant.

**Carried**

Regular Council Minutes  
March 7<sup>th</sup>, 2017

Moved by Deputy Mayor Johnston  
Seconded by Councillor Bennett

**RESOLUTION NO. 2017-82**

**THAT** Council receive the Health and Safety Inspection Checklists for the Community Centre and the Rink.

**Carried**

Moved by Deputy Mayor Johnston  
Seconded by Councillor Campbell

**RESOLUTION NO. 2017-83**

**THAT** Council, upon recommendation from the Recreation Committee, approve Tina Hunt to pursue Canada 150 funding for Teen participation.

**Carried**

## **11. COUNCIL CORRESPONDENCE SUMMARY**

Council reviewed and discussed the following correspondence:

### **11.1 Information Correspondence**

#### 11.1.1 CAO/Clerk Information Memo

There was discussion regarding the information received from Township of Head Clara and Maria in regards to the proposed mandatory 5 year Septic Inspections being implemented through the Ontario Building Code. All of Council felt very strongly against this.

Council also made a decision on who to vote for the Senior of the Year Award.

### **11.2 Action Correspondence**

#### 11.2.1 MTO – Culvert Improvements along HWY 17 – Comments

Information was reviewed.

Moved by Deputy Mayor Johnston  
Seconded by Councillor Bennett

**RESOLUTION NO. 2017-84**

**THAT** Council accept the Information Correspondence list as per the CAO/Clerk's Information Memo for March 7<sup>th</sup>, 2017.

**Carried**

## **12. OUTSTANDING COMMITTEE ISSUES**

### 12.1 Staff Report – Succession Planning

CAO/Clerk Klatt reviewed her report.

### 12.2 Staff Report – Adopt a Complaint Policy

CAO/Clerk Klatt reviewed her report. She explained how this all stemmed from a complaint received at the office and the Township has no real protocol for handling any and all types of complaints as it was usually dealt on a case by case basis, hence the reason for a policy. Mayor Kingsbury felt this was a good idea and thinks a by-law should come forward.

### 12.3 Strategic Plan – Update

CAO/Clerk Klatt reviewed funding received from Renfrew County Community Futures Development Corporation as well as the upcoming Focus Groups in April. There will be three Focus Groups in two days. Council is invited to the Friday Morning Business Breakfast on April 21<sup>st</sup>, 2017 from 7:30 – 9:00 a.m.

Moved by Councillor Bennett  
Seconded by Deputy Mayor Johnston

**RESOLUTION NO. 2017-85**

Regular Council Minutes  
March 7<sup>th</sup>, 2017

**THAT** Council accept the recommendation of the CAO/Clerk and Treasurer to proceed with a review and set realistic goals and expectations as it pertains to succession planning for staff and business continuity implications for Horton Township.

**Carried**

Moved by Councillor Campbell

**RESOLUTION NO. 2017-86**

Seconded by Deputy Mayor Johnston

**THAT** Council review the proposed By-Law to adopt a Complaint Policy for Horton Township;

**AND THAT** Council direct staff to prepare a By-Law to Adopt a Complaint Policy for Horton Township for the March 21<sup>st</sup>, 2017 Regular Council Meeting.

**Carried**

Moved by Deputy Mayor Johnston

**RESOLUTION NO. 2017-87**

Seconded by Councillor Campbell

**THAT** Council authorize the CAO/Clerk to sign the Contribution Agreement with Renfrew County Community Futures Development Corporation and the Township of Horton regarding the approval of the Eastern Ontario Development Program for funding in the amount of \$3,000.00 towards the development of a Strategic Plan.

**Carried**

### 13. BYLAWS

#### 13.1 2017-15 – OCIF - Agreement

Moved by Councillor Campbell

**RESOLUTION NO. 2017-88**

Seconded by Deputy Mayor Johnston

**THAT** Council enact By-Law 2017-15 to authorize an Agreement between Ministry of Agriculture, Food and Rural Affairs and the Township of Horton regarding the Application-Based Ontario Community Infrastructure Fund to undertake project *OCIF AC3-3106 – Johnston Road*.

**Carried**

### 14. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

### 15. COUNCIL MEMBERS CONCERNS - None

### 16. MOTION FOR RECONSIDERATION – None

### 17. IN CAMERA (CLOSED) SESSION

Moved by Councillor Campbell

**RESOLUTION NO. 2017-89**

Seconded by Councillor Bennett

**THAT** Council went into a Closed Session Meeting at 6:52 p.m. to discuss the following items pursuant to Section 239 (2) (e) of the Municipal Act;

- Litigation or potential litigation – Tender call review bidder qualification issues.

**Carried**

Council came out of the Closed Session at 7:20 p.m.

### 18. NEXT MEETING

18.1 Council Meeting Date – Tuesday March 21<sup>st</sup>, 2017 at 4:00 p.m.

### 19. CONFIRMING BYLAW

Moved by Councillor Campbell

**RESOLUTION NO. 2017-90**

Seconded by Deputy Mayor Johnston

**THAT** Council enacts By-law 2017-16, a by-law to confirm proceedings of the Council of the Township of Horton at the Regular Council meeting held on March 7<sup>th</sup>, 2017.

**Carried**

### 20. ADJOURNMENT

Mayor Kingsbury declared the meeting adjourned at 7:21 p.m.

---

MAYOR

---

CAO/CLERK